

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101-1932

TEL. 603-624-6543 (VOICE/TTY)

FAX. 603-628-6065

WEB SITE: www.ManchesterNH.gov



LIBRARIAN I - (CATALOGER)

(Announcement No. R-002-07)

Grade 16

Starting Salary: \$34,573.58 per year + extensive benefits package

Work schedule includes nights and weekends

Exempt

THE JOB:

Under the direction of the Head of Technical Services, provides bibliographic and classification data for all materials added to the library collection. Serves at a public service desk as part of reference services. Supervises the daily routine of the Technical Services Division in the absence of the divisional head. Performs related duties.

MINIMUM

QUALIFICATIONS:

Master of Library Science Degree and 1 year of library experience required; or equivalent experience and training.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam. Also note that a background check will be required.

APPLICATION

PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

OFFICE HOURS:

Monday through Friday, 8:00 AM to 5:00 PM

OPENING DATE:

Wednesday, Dec. 27, 2006

CLOSING DATE: Open

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST